

MINUTES
PERSONNEL COMMITTEE

Monday, December 7, 2015
City Hall, Room 310
5:00 p.m.

Members Present: Ald. Andy Nicholson, Ald. Tom Sladek, Ald. Guy Zima

Members Excused: Ald. Tom DeWane

Others Present: Ald. Jerry Wiezbiskie, Ald. Randy Scannell, Ald. David Nennig, Ald. Tim DeWane, Chief Lewis, Lynn Boland, Dawne Cramer, Chief Litton, Dawn Foeller, Ben Allen, Coleen Hinz and others

1. Roll Call.

2. Adoption of the Agenda.

A motion to adopt the agenda and take items 10 and 7 after 3 was made by Ald. Sladek, seconded by Ald. Zima. Motion carried 3-0.

3. Approval of the minutes from the November 23, 2015 meeting.

A motion to approve the minutes from the November 23, 2015 meeting was made by Ald. Zima, seconded by Ald. Sladek. Motion carried 3-0.

4. Request to modify Personnel Policy, Chapter 25 – Crossing Guard Benefits, Section 25.6, Snow Day.

Police Chief Lewis explained the current policy states crossing guards will be paid for one snow day per year. However, when school is cancelled because it's minus 40 degrees out, crossing guards are not paid for that day, even though funding is in place for the full year. Chief Lewis is requesting to change the term snow day to inclement weather and change the number of paid days to two.

Discussion followed on changing the term snow day to “unplanned school cancellations/inclement weather”.

A motion to modify Personnel Policy, Chapter 25 – Crossing Guard Benefits, Section 25.6 Snow Day, to Unplanned School Cancellation/Inclement Weather and change the number of paid days off to two per school year was made by Ald. Zima and seconded by Ald. Sladek. Motion carried 3-0.

4. Request to approve the reclassification of the Director of Parks, Recreation and Forestry position from pay grade 41 (\$75,882 - \$94,309) to pay grade 43 (\$87,518 - \$108,852) effective at the beginning of the pay period in which January 1, 2016

occurs. Funding for this reclassification was included as part of the Park and Recreation budget.

Ald. Wiezbiskie requests to reclassify this position to pay grade 43, and place the current Director at step 4.

Director Boland provided an overview of the salary comparison with other jurisdictions. Green Bay is the 2nd largest organization in the survey but our actual salary ranks 5th among the 7 organizations surveyed, with Green Bay's actual salary being 5.7% lower than the median and 19.9% lower than the maximum salary. The recommendation is to reclassify the position to grade 43 and place the incumbent at step 3 or \$103,519, which is consistent with current policy.

A motion to approve the reclassification of the Director of Parks, Recreation and Forestry position from pay grade 41 to pay grade 43 and place the incumbent at step 3 effective at the beginning of the pay period in which January 1, 2016 occurs was made by Ald. Zima and seconded by Ald. Sladek.

Ald. Wiezbiskie asked for consideration to place the incumbent at step 4 of pay grade 43. Ald. Sladek confirmed policy is to make an adjustment that provides a minimum of 5% which would place the incumbent at step 3 of grade 43. The incumbent would be eligible to move to step 4 after 12-months.

Motion carried 3-0.

6. Request to fill the following replacement positions and all subsequent vacancies resulting from internal transfers.

- a. Office Manager – Police Department

A motion to approve the Office Manager position in the Police Department and all subsequent vacancies resulting from internal transfers was made by Ald. Sladek and seconded by Ald. Zima. Motion carried 3-0.

- b. Clerk Typist III – Community Services Agency

A motion to approve the Clerk Typist III position in the Community Services Agency and all subsequent vacancies resulting from internal transfers was made by Ald. Sladek and seconded by Ald. Zima. Motion carried 3-0.

- c. Engineering Technician – Public Works

A motion to approve the Engineering Technician position in the Public Works Department and all subsequent vacancies resulting from internal transfers was made by Ald. Sladek and seconded by Ald. Zima. Motion carried 3-0.

7. Request to approve out-of-state travel for Detective John Peters to attend the 2016 National Law Enforcement Training on Child Exploitation in Atlanta, GA April 19-22, 2016.

Director Boland stated the Police Department is requesting out-of-state travel for Detective Peters to attend a conference on child exploitation in Atlanta, Georgia. The cost of the travel is estimated at approximately \$2,800 which will be fully reimbursed by ICAC. There is no overtime cost for this travel.

A motion to approve the request as presented by Ald. Zima and seconded by Ald. Sladek. Motion carried 3-0.

8. Request to approve the reclassification of the Assistant Fire Chief positions from pay grade 40 (\$71,060 - \$88,279) to pay grade 41 (\$75,882 - \$94,309) effective at the beginning of the pay period in which January 1, 2016 occurs. Funding for these reclassifications were included as part of the Fire budget.

Director Boland stated this request is part of the Fire Department's reorganization plan that was approved by City Council. The reorganization would eliminate a Division Chief position, add an Assistant Fire Chief position and reclassify the Assistant Fire Chief positions to pay grade 41. A review of twelve comparable sized jurisdictions in Wisconsin shows the median salary for this position is \$100,000. Green Bay's salary for this position tops out at \$88,279, which is 13% below the typical median salary. Green Bay is the 2nd largest jurisdiction, but ranks 9th in actual pay, with Green Bay's range maximum the lowest among the cities surveyed or 19% below the median range maximum. The Assistant Fire Chief position currently receives 3 additional days of holiday pay. As part of the reclassification, these positions would receive holiday pay consistent with administrative employees and not receive additional holiday pay. The recommendation is to reclassify the Assistant Fire Chief position to pay grade 41, eliminate the additional holiday pay, and place both incumbents at step 4 consistent with policy.

Ald. Sladek stated these organizational changes were discussed and supported at the budget meeting in lieu of the Mayor's proposal which was a significant reduction in force.

A motion to approve the request as presented was made by Ald. Sladek and seconded by Ald. Zima.

Ald. Zima questioned why a minimum 5% increase is required when a position is reclassified. Director Boland stated the policy the City follows provides for a minimum 5% increase. Ald. Zima feels a 5% increase may be too high. Fire Chief Litton pointed out the department will be losing a staff member in the reorganization, going from three positions to two and those two positions will be picking up a substantial amount of work. Chief Litton is working on revising the job descriptions

with the new duties. Ald. Zima would like to hold this request until the next meeting after the job descriptions have been revised. Director Boland stated the actual increase these employees will receive is only 4.2%.

Ald. Zima moved to hold this request until the next Personnel Committee meeting after the job descriptions have been revised. Motion seconded by Ald. Sladek for discussion.

Discussion followed. The current salary for Assistant Fire Chief is \$88,279, plus holiday pay. The reclassification would provide for a 4.2% increase with no additional holiday pay. Ald. Wiezbiskie inquired how benefit costs figure into these positions. Director Boland stated benefits are similar since these are all public sector positions. There may be some variations, depending on the type of health insurance and other benefits offered. Ald. Zima agreed that the cost of benefits should be included in order to compare apples to apples.

Ald. Sladek supports the reclassification request, and questioned what additional information is needed so the committee can make a decision at the next meeting. Ald. Zima stated the revised job descriptions and comparisons that include benefits with surrounding cities and counties.

Motion carried 3-0 to hold the request until the next meeting for additional salary and benefit comparisons with surrounding cities and the revised job descriptions.

9. Request to approve the reclassification of the Director of Finance/Comptroller position from pay grade 42 (\$81,114 - \$100,848) to pay grade 43 (\$87,518 - \$108,852) effective at the beginning of the pay period in which January 1, 2016 occurs. Funding for this reclassification will be taken from carryover funds.

Director Boland reviewed the salary survey results from other jurisdictions. The median salary for a finance director is \$111,726. The salary for Green Bay's finance director is \$100,848 which is 9.7% below the median, and 21.3% below the range maximum. The recommendation is to reclassify this position to grade 43 which is the same level as the Park Director and other department heads. The incumbent would be placed at step 4 of grade 43 or \$108,852, which is 2.64% below the median and 17.72% below the range maximum. Other positions in pay grade 43 are City Attorney, Fire Chief, Human Resources Director, Municipal Court Judge and Parks, Recreation and Forestry Director.

Ald. Zima raised the issue regarding the minimum 5% increase again. Ald. Zima recommended placing the incumbent at step 3, which would be the same as the Park Director.

A motion to approve the reclassification of the Director of Finance/Comptroller position from pay grade 42 (\$81,114 - \$100,848) to pay grade 43 (\$87,518 - \$108,852) and place the incumbent at step 3 effective at the beginning of the pay

period in which January 1, 2016 occurs was made by Ald. Zima, and seconded by Ald. Sladek. Motion carried 2-1, with Ald. Nicholson voting no.

10. Request to consider contracting with Carlson Dettman Consulting to conduct a classification and compensation study of all regular positions in the City, except for protective service positions and engineering positions previously studied. The cost of conducting the study is estimated to be \$59,500, plus mileage and travel expenses not to exceed \$3,000.

Director Boland noted this request was brought forward previously and is being brought forward again due to the number of requests for reclassifications. In addition, other issues have arisen such as Ald. Zima's concern about the policy regarding reclassifications and whether 5% is too high. Director Boland feels the City is at the point where it needs to look at conducting an overall classification study for our non-police officer and fire fighter positions. Carlson Dettman recently conducted a study for the engineering positions and the Water Utility. Human Resources would work with Carlson Dettman to put together a classification and compensation program for the City that the City would be able to use going forward. The City hasn't conducted an overall classification study since the 1980's and there have been a lot of changes in technology over the years. The recommendation is to consider contracting with Carlson Dettman to conduct this study.

Ald. Sladek inquired whether funds were included in the budget for the study. Director Foeller suggested using carry over funds.

Ald. Zima felt there should be a discussion regarding the minimum increase on a reclassification prior to considering the study. Ald. Zima questioned what positions would be included in the study. Director Boland stated the study would include positions not represented by a bargaining unit which include administrative, administrative bay area, electricians, inspectors; and possibly look at parks and forestry labor positions, public works labor positions, transit operators and bus mechanics to see where they fit in. Once a determination is made to go forward with the study, a decision can be made on the positions to be studied.

Ald. Zima said his experience over the years has been that studies do not lower salaries for positions that are overpaid and administrative employees generally benefit the most. It should be determined why employees leave. Director Boland indicated a number of requests have been received from employees who feel their position may not be classified correctly. There have been numerous changes in technology over the years and the tool the City uses to classify positions is outdated and needs to be updated and modernized. Classification studies are not a treat, because people have expectations, but in the long run completing a study will be in the City's best interest.

Ald. Zima inquired if Parks & Forestry, Public Works and Transit positions are included in the 170 job classifications. Director Boland stated those positions are

included as part of the 170 job classifications and feels the actual number may be lower. Ald. Zima asked if the consultant is needed to handle appeals. Director Boland replied the City will want the consultant to handle any appeals.

A motion to hold until the next Personnel Committee meeting the request to consider contracting with Carlson Dettman Consulting to conduct a classification and compensation study of all regular positions in the City, except for protective service positions and engineering positions previously studied. The cost of conducting the study is estimated to be \$59,500, plus mileage and travel expenses not to exceed \$3,000 was made by Ald. Zima and seconded by Ald. Sladek for discussion.

Ald. Sladek asked what additional information is needed in order to make a decision at the next meeting. Ald. Zima wants to have the discussion about the minimum 5% and have time to talk amongst our colleagues for feedback. Another question is whether there is a turnover problem. Director Boland provided turnover rates for 2014, and noted that turnover is not the only issue.

Ald. Scannell stated once the study is completed, a decision could be made regarding the minimum 5% increases. Ald. Scannell favors moving forward with the study.

Ald. Nennig stated the objective of doing a study is to have fairness and consistency in the City's pay plan. Unless a comprehensive study is done, it's hard to establish fairness in the whole pay plan. By doing a thorough study, and talking about some of the philosophy's will put the City in a better position long term going into the future. In looking at the pay plan, it appears there is some unfairness because positions have not been reviewed. Ald. Nennig favors conducting a classification study.

Ald. Tim DeWane stated the City has been justifying the administrative pay according to Milwaukee and Madison. Ald. Zima said the City usually doesn't look at Madison and Milwaukee for comparisons.

Motion carried 3-0 to hold the request until the next Personnel Committee meeting.

11. Quarterly report on the number of speeding citations issued by the Green Bay Police Department with possible action.

Lt. Allen stated the number of speeding citations for the third quarter is consistent with the previous quarter. Ald. Nicholson asked if the traffic team is organized. Lt. Allen stated an agreement has been reached with the association to develop a traffic unit and two positions will be posted. Kick-off for the traffic unit is expected to be January 1, 2016. The traffic unit officers will work Monday through Fridays and will take on some additional duties of salvage inspection of vehicles which is a revenue generator. The specific duties have changed from just traffic enforcement

to traffic education, responding to high areas of traffic crashes. The agreement also allows other officers to be assigned to specific traffic duties. Initially there will be two traffic officers with additional traffic unit spots posted once positions are filled and officers trained.

Ald. Nicholson asked what the proper procedure is for an alderman to contact the police department for traffic enforcement. Lt. Allen explained calls should be directed to the two District Captains who will then forward the information to Lt. Ackermann who is the traffic enforcement lieutenant. The District Captains are able to evaluate and determine what types of resources are needed. Currently Community Service Interns (CSI) are going to areas with speeding complaints, running radar and then sending letters to the owners of the vehicle. The department utilized that type of program several years ago with good results.

Ald. Nicholson questioned why District Captains needs to be contacted rather than dealing directly with the traffic lieutenant. Lt. Allen explained the District Captain need to know what is happening in their district and what issues need to be addressed. Lt. Allen stated that making traffic stops is not a simple routine function, there is danger involved when stopping vehicles in traffic; many officers are killed when making traffic stops.

A motion to receive and place on file the quarterly report on the number of speeding citations issued by the Green Bay Police Department was made by Ald. Zima and seconded by Ald. Sladek. Motion carried 3-0.

12. Request to approve binding coverage with Affiliated FM for the City of Green Bay's property insurance including Lambeau Field for a cost savings of \$350,000.

Safety Manager Hinz explained the City was looking at a 104% increase in premium costs with the current carrier, so quotes were obtained in September. The City procures the property insurance for Lambeau Field and that cost is passed through to the Packers with the lease agreement. The lease agreement requires the insurance company to have an A- rating and AM best financial rating. The recommendation is to go with Affiliated FM for Lambeau, which is a pass through for the Packers for \$320,000 and for the City of \$158,393.

A motion to approve binding coverage with Affiliated FM for the City of Green Bay's property insurance including Lambeau Field for a cost savings of \$350,000 was made by Ald. Zima and seconded by Ald. Sladek. Motion carried 3-0.

13. Report of Routine Personnel Actions for regular employees.

A motion to receive and place on file the report of routine personnel actions for regular employees was made by Ald. Sladek and seconded by Ald. Zima. Motion carried 3-0.

14. Schedule next Personnel Committee meeting Wednesday, January 13, 2016 at 4:30 p.m.

Ald. Nicholson wants to hold on scheduling the meeting date at this time.

A motion to hold on scheduling the date for the next Personnel Committee was made by Ald. Sladek and seconded by Ald. Zima. Motion carried 3-0.

15. Update and discussion on labor negotiations.

No report on labor negotiations.

A motion to receive and place on file the update on labor negotiations was made by Ald. Zima, seconded by Ald. Sladek. Motion carried 3-0.

There being no further business, a motion to adjourn was made by Ald. Zima and seconded by Ald. Sladek at 6:17 p.m. Motion carried unanimously.

Respectfully submitted,
Peggy Barden
Recording Secretary